

# City of Eureka, California

## Class Specification

**This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.**

<b>Class Title</b>	<b>Recreation Supervisor</b>
<b>Class Code Number</b>	<b>4040</b>

### General Statement of Duties

Supervises, assigns, reviews, and participates in the work of staff responsible for providing recreation and sports services for youth and adults; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to supervise, assign, review, and participate in the work of staff responsible for providing recreation and sports services for youth and adults, and plans and coordinates activities and operations for the Recreation Division. The work is performed under the supervision and direction of higher level staff as assigned, but considerable leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over various Recreation staff. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a recreational facility and in the field.

### Examples of Essential Work (Illustrative Only)

- Evaluates, screens, and hires potential applicants for the provision of recreation and sports services for youth and adults, including interviewing and selecting employees;
- Supervises, trains, schedules, and evaluates the work of staff responsible for providing recreation and sports services to youth and adults, including providing and/or coordinating staff training, planning, prioritizing, assigning, and reviewing the work of staff, participating with staff to correct deficiencies as needed, and implementing disciplinary procedures as needed;
- Plans, organizes, and implements recreational and sports programs, activities, and special events designed to meet community needs for youth and adults, including developing and providing advertising and marketing, organizing the events, assigning staff, securing fiscal and physical resources, coordinating volunteers and outside organizations, soliciting community and business support for programs, evaluating the events and activities, and making recommendations based on those evaluations;

- Promotes recreation classes and activities, sports, and special events for youth and adults, including creating and producing all advertisements, and providing distribution to local schools and businesses;
- Develops and implements the Division's Contract Class and Instructor Program, including determining what classes should be offered and which instructors are appropriate to teach the classes, developing program bids, and coordinating and compiling information and statistics on revenues, accounts receivable, insurance, and contracts;
- Coordinates and oversees the operations of recreation and sports facilities, including implementing and overseeing the use and/or leasing of non-City facilities and property;
- Performs a variety of facility maintenance and upkeep functions, including setting up and breaking down recreation and sports equipment;
- Participates in the preparation and administration of the Division budget, including submitting budget recommendations, and monitoring expenditures;
- Responds to and resolves difficult and sensitive public and staff inquiries and complaints regarding the program areas of supervision;
- Prepares various reports on operations and activities;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

### **Required Knowledge, Skills, and Abilities**

- Thorough knowledge of pertinent Federal, State, and local laws, codes, and regulations;
- Thorough knowledge of the operations, services, and activities of recreation and sports service programs for youth and adults;
- Thorough knowledge of modern and complex principles and practices of recreation and sports program development and implementation;
- Thorough knowledge of the principles of supervision, training, motivation, and performance evaluation;
- Thorough knowledge of the basic principles of municipal budget preparation and administration;
- Thorough knowledge of public relations principles and techniques;
- Thorough knowledge of report and correspondence writing;
- Ability to direct and implement recreation and sports programs for youth and adults, including eliciting community and organizational support for recreation and sports programs;
- Ability to select, train, evaluate, supervise, motivate, organize, and review the work of staff;
- Ability to participate in the budgeting process;
- Ability to perform fund raising duties, including marketing, researching alternative fund raising methods, and grant writing;
- Ability to interpret and explain City recreation program policies and procedures;
- Ability to perform public relation duties and make presentations;

- Ability to work cooperatively with other departments, City officials, outside agencies, and the general public;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language; ;
- Ability to perform responsible and difficult work involving the use of independent judgment and personal initiative;
- Ability to prepare clear and concise reports and correspondence;
- Ability to coordinate and compile information and statistics into complete records and reports;
- Ability to operate modern office equipment;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Recreation Administration, or a related field; and
- Two years of experience in recreation and sports program development and implementation for youth and adults, with at least one year of supervisory experience.

### **Required Special Qualifications**

- CPR and First Aid Certification;
- Valid Class C California State Driver's license.
- Certification(s) specific to functional area of assignment may be required.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.